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I & II

MANUAL OF ADMINISTRATIVE ISSUANCES

Category:

(1) Manual Instructions

- a. Purpose
- b. Content and Scope
- c. Use
- d. Additions and Revisions
- e. Distribution
- f. Security

(2) Organization and Functions

- a. Authority Establishing CIA.
- b. General Purpose of CIA.
- c. Liaison Relation to other Federal Departments and Agencies.
- d. Authority Establishing Internal Structure of CIA.
- e. Internal Structure of CIA.
- f. Designation of CIA Officials.
- g. Statements of Functions.
- h. Concurrences.
- i. Projects Review Committee (A.I. ☐ 12/30/48)

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9. Purchases and Services other than Personal
10. Collections
11. Disbursement Activities
12. Audits and Reports
13. Field

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(includes recording and routing)
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(includes recording and routing)
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**TENTATIVE SUB-HEADINGS**

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PART 1 - GENERAL

PART 2 - MOVEMENT OF EMPLOYEES AND EFFECTS

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- (b) Action by Transportation Clearance Officer
- (c) Action by Approving Official
- (d) Action by Personnel Officer
- (e) Action by Budget Officer
- (f) Action by Transportation Division - Services
  - 1. Passports, Visas, etc.
  - 2. Immunizations
  - 3. Theater Commander Approval (where necessary)
  - 4. Reservations
  - 5. Transportation Requests

II Request for Domestic Transportation

- (a) Action by Initiating Officer
- (b) Action by Transportation Clearance Officer
- (c) Action by Approving Official
- (d) Action by Personnel Officer
- (e) Action by Budget Officer
- (f) Action by Transportation Division - Services
  - 1. Reservations
  - 2. Transportation Requests

III Request for Movement of Family and/or Household Goods

(a) Action by Transportation Clearance Officer

(b) Action by Transportation Division - Services

1. Passports, Visas, etc. (where necessary)
2. Immunizations (where necessary)
3.  (where necessary)
4. Reservations
5. Transportation Requests
6. Arrange shipping of effects (overseas)

PART 3 - CARGO

(a) Action by Initiating Office

(b) Action by Transportation Division - Services

1. Prepare necessary Shipping Documents
2. Arrange for shipping space
3. Arrange for delivery to port

PART 4 - MOTOR POOL

1. Provides passenger transportation in and around Washington
2. Provides truck transportation locally and long distance
3. Operates garage and repair shop for maintenance of vehicles